

Describing publications

Contents

Departement

Definition

Affiliation of the publication to one or more ZHAW schools (*Departement*).

Explanation

Please select the authors' or editors' ZHAW school affiliation. You may select multiple schools by pressing the CTRL key button.

Organisational unit

Definition

Allocation of the publication to one or more ZHAW organisational units (e.g. institutes and centers). This field is essential for the institute reporting and the correct display of your research on the corresponding institutional website.



[List of organisational units](#)

Explanation

Use of organisational units as web feeds at the institutional level:

- From the drop-down menu, please select the organisational unit to which the author(s) (or editor(s)) of the publication belong or to which the publication is assigned.
- To select multiple organisational units (in case of collaboration), press the CTRL key button.
- By assigning the right organisational unit, publications will be displayed on the website of the corresponding ZHAW institute.
- Please contact the [online manager](#) of your department. He/she will set up the web feed (plug-in), if not already in place.

Do you need a subject-specific web feed for the correct display of your publication on website? Please select the right keyword in the "[weebfeed](#)" field, or contact your [online manager](#).

Webfeed

Definition

Subject keywords used to list publications on ZHAW websites according to their research topic and subject.



[List of webfeed keywords](#) according to research field, organisational unit and department.

Explanation

- Please select the relevant web feed from the drop-down menu.
- To select multiple web feeds, press the CTRL key button.
- Your publication will be displayed only if the [online managers](#) have set the corresponding plugin to the web feed that you have selected.
- Please contact the [online manager](#) of your department. He/she will set up the web feed (plug-in), if not already in place.

Use of organisational units as web feeds at the institutional level:

- Please use the "[organisational unit](#)" field to select the relevant institute or center.
- Please contact the [online manager](#) of your department. He/she will set up the web feed (plug-in), if not already in place.

Affiliation

Definition

Affiliation to the institutional bibliography of the ZHAW.

Explanation

Please indicate whether one or more author(s) were affiliated to the ZHAW while the publication was written/published. Select *Yes* or *No* from the drop-down menu.

Published within a ZHAW project

Definition

Indication of the ZHAW project under which the document was created or published.

Explanation

Please enter the exact ZHAW project title. Use the magnifying glass icon in order to select the corresponding project from the list and then click "accept". Linking the publication with the matching project from the ZHAW database allows for the publication to be listed on the project page.



You can only select visible projects that have already been added to the [ZHAW project database](#). Please enter new or missing projects in the [ZHAW project database](#) first. Existing publications can be linked retroactively by sending a message to digitalcollection@zhaw.ch.

Type of publication

Further information on publication types is available in section [Publikationstyp und Medienart wählen \(in German\)](#).

Document type	Definition
Contribution to magazine or newspaper	Contribution to a newspaper (NZZ, New York Times), a magazine (WOZ, Zeit) or any other non-academic periodical (Bilanz-Magazin). more
Article in scientific journal	Article or editorial published in a scientific journal (Nature, New Carbon Materials, Journal of Economics). more
Book	Book or monograph. more
Book part	Part or chapter of a book. more
Doctoral thesis	A thesis leading to a doctoral degree (doctoral theses of ZHAW members or theses that were written at other academic institutions but were reviewed by affiliates of the ZHAW). more
Annotation	Note to a legal judgement (in scientific journals or anthologies). more
Habilitation treatise	Scientific written work of a certain size which must be submitted for habilitation. more
Conference paper	A conference paper that is submitted to a conference and presented to the audience. The paper is published in conference proceedings. more
Conference poster	A conference poster that is submitted to a conference and presented within the framework of a poster exhibit. The poster is published in the conference proceedings. more
Conference proceedings	A conference proceeding is the published record of a conference, congress, symposium or other meeting. It usually includes abstracts or reports of papers presented by the participants at the conference. It may include additional content. more
Conference other	Any other conference object which has neither been published in a conference proceeding nor issued separately as poster or paper. "Conference: Other" includes, for example, presentations or published abstracts (excluding presentation slides or any other form of full text). more
Course material	Course material in the broadest sense. more
Patent	A patent, norm or standard granted to a member of the ZHAW. more
Review	Review of a book or an article. more
Bachelor thesis	A thesis reporting a research project undertaken as part of an undergraduate course of education leading to a bachelor's degree. more
Master thesis	A thesis reporting a research project undertaken as part of a graduate course of education leading to a master's degree. more
Lecture	Lecture or presentation held during an academic event, e. g. an inaugural lecture. more
Other (non-textual)	Material that cannot be allocated elsewhere. more
Other (textual)	Text-based material that cannot be allocated elsewhere. more

Working paper – Expertise – Study	A scientific or technical paper that is usually published in a series by a research institution. Also known as research paper, research memorandum or discussion paper. more
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Media type

Further information on the various media types is available in section [Publikationstyp und Medienart wählen \(in German\)](#).

Title

Definition

Title of the resource, including subtitle or other additions.

Explanation

The title is compulsory, you cannot continue the submission without filling it in.

If you selected publication type "[Review](#)", the document title can be the same as the reviewed resource.

For publication type "[Lecture](#)", you may include an explanatory subtitle (guest lecture, inaugural speech etc.).

Formal notes

Input format	Main title : subtitle
Example	From integrated publication and information systems to information and knowledge environments Linguistic diversity in business contexts : a functional linguistic perspective Human Factors in ATC : eine Gastvorlesung an der Technischen Universität München

Alternative title

Definition

Title of the work including subtitles and additions in one or more other languages.

Explanation

Especially common in multilingual publications.

Formal notes

Input format	Main title : subtitle
Example	Dictionary of Librarianship Wörterbuch des Bibliothekswesens

Language

Definition

The predominant language of the document does apply.

Explanation

Each work usually has only one predominant language. Select the desired language from the drop-down menu (German, English, French, Italian, Spanish, Portuguese, Finnish, Russian, Polish, Chinese, Korean, Arabic). If the language does not exist, select "Other". If the text is bi- or multilingual or if there are texts in various languages in an anthology, hold down the CTRL key and click to select multiple languages.

Authors

Definition

All authors of the present work.

Explanation

Please enter additional names by clicking on the "plus" symbol and linking all authors with ZHAW affiliation to the personnel database. To do so, after entering the last name, click on the magnifying glass icon, then select and confirm the person on the list.

Formal notes

Input format	Last name	First name or initials
Example	Lobsiger-Kägi	Evelyn
	Weiss Sampietro	Theresia
	Wyl	Agnes von
	Müller	Adrian W.

et al.

Definition

Possibility to indicate more authors.

Explanation

With this field you have the option to add the information «et al.» if a large amount of authors contributed to this publication. Choose "Yes" in the drop-down menu when you already gave information on at least five authors and listed all persons affiliated with the ZHAW.

Advisors, Reviewers

Definition

Advisors and/or reviewers of theses and university papers.

Explanation

This field is mandatory for [Bachelor](#), [Master](#) and [PhD theses](#).

Please enter additional names by clicking on the "plus" symbol and linking all advisors/reviewers with ZHAW affiliation to the personnel database. To do so, after entering the last name, click on the magnifying glass icon, then select and confirm the person on the list.

Formal notes

Input format	Last name	First name or initials
Example	Hodel	Margret
	Koemeda-Lutz	Margit
	Wyl	Agnes von
	Müller	Adrian W.

Editors

Definition

Collections of several works (e.g., anthologies, proceedings) are usually compiled and edited by one or more personal publishers.

Explanation

Please enter additional names by clicking on the "plus" symbol and linking all editors with ZHAW affiliation to the personnel database. To do so, after entering the last name, click on the magnifying glass symbol, select and confirm the person on the list.

Formal notes

Input format	Last name	First name or initials
Beispiel	Lobsiger-Kägi	Evelyn
	Weiss Sampietro	Theresia
	Wyl	Agnes von
	Müller	Adrian W.

Inventors

Definition

Person(s) significantly involved in the creation of a patent.

Explanation

Please enter additional names by clicking on the "plus" symbol and linking all inventors with ZHAW affiliation to the personnel database. To do so, after entering the last name, click on the magnifying glass icon, then select and confirm the person on the list.

Formal notes

Input format	Last name	First name or initials
Example	Minonne	Clemente
	Studer	Patrick
	Guyer	J.-L.
	Müller	A. W.

Patent submitter

Definition

Institution/company through which the application is filed with a patent office.

Explanation

Please add patent submitters by clicking on the "plus" symbol.

Examples

Patent submitter
ZHAW Zürcher Hochschule für Angewandte Wissenschaften
Mettler Toledo GmbH

Open Access publication costs

Definition

Costs associated with open access publication.

Explanation

Costs may include so-called "Article Processing Charges" (APC) for the publication of an article in an open access journal. Please quote the costs in **Euro** as an **integer** (e.g. 1245) or with **a dot as separator** (e.g. 1245.50). This information does not appear online. Please do not enter printing costs, translation costs or comparable information.

Formal notes

Input format	Integer in Euro without currency
Example	2000
	1450.50

Year of charge payment

Definition

Information on when the invoice for open access publication charges has been paid.

Explanation

Concrete year in which the invoice has been paid given in the format YYYY. Please do not enter specific days or months.

Formal notes

Input format	Year specification
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Example	2020
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Title of the parent work

Definition

Title of the journal or anthology in which an article or contribution has been published.

Formal notes

Input format	Main title : subtitle
Example	Journal of Finance Handbuch Informationskompetenz Neue Zürcher Zeitung

Title of the ZHAW magazine

Definition

Title of the ZHAW magazine one specific issue is part of. The name is defined with the editors of the magazine and is identical to the collection of the ZHAW Magazine.

Formal notes

Input format	Specific title
Example	TRANSFER Sozial : Magazin der ZHAW Soziale Arbeit

URL of the ZHAW magazine

Definition

Link to the collection for a ZHAW magazine in which the issue is published in.

Formal notes

Input format	URL of the collection
Example	https://digitalcollection.zhaw.ch/handle/11475/20710

Magazine issue

Definition

The concrete issue of the ZHAW magazine.

Explanation

For articles in ZHAW magazines we connect here to the concrete issue of the magazine in the ZHAW digitalcollection. Please fill in the information in the following form: URL && title of the magazine issue

Formal notes

Input format	"URL" double ampersand "title of the magazine issue"
Example	https://digitalcollection.zhaw.ch/handle/11475/21127 && TRANSFER, Ausgabe 2/2009

Included contributions

Definition

The list of articles within a ZHAW magazine published in ZHAW digitalcollection.

Explanation

For ZHAW magazines we connect here to the articles published in ZHAW digitalcollection. Please fill in the information in the following form: URL && title of article

Formal notes

Input format	"URL" double ampersand "title of the article"
Example	https://digitalcollection.zhaw.ch/handle/11475/9859 && Europäisierung des schweizerischen Lebensmittelrechts

Title of the proceedings

Definition

Title of the conference proceedings, in which a conference contribution has been published.

Formal notes

Input format	main title : subtitle
Example	Proceedings of the 3rd International Conference on Management Leadership and Governance (ICMLG 2015) CHI '13 Extended Abstracts on Human Factors in Computing Systems

Conference details

Definition

Brief description of the conference or event associated with the described contribution.

Explanation

It should be clear to which event a contribution was made. Please state the official name of the conference or event under which information can be found. Please add the venue and the date. Ideally, you should use the following format.

Formal notes

Input format	Name of conference, city, country, date <ul style="list-style-type: none"> For on-site events, please enter the city and country. For hybrid events, please enter the city and country. Add "online" in brackets to indicate you participated remotely (e.g. Salzburg, Austria (online)) For online events, please enter "online" instead of a location.
Example	Schweizer eGovernment Symposium, Zürich, Schweiz 22. August 2000 37th ACM Symposium on Operating Systems Principles, online, 13-15 September 2021 VIIIth International Symposium on In Vitro Culture and Horticultural Breeding, Coimbra, Portugal, 2-7 June 2013

Type of review

Definition

The review type the publication has undergone. Peer review is the evaluation of work by one or more people of similar competence to the producers of the work (peers), see [Wikipedia](#).

Review categories

	No review	Editorial review	Open peer review	Peer review (Abstract)	Peer review (Publikation)	Post-publication review
Definition	No review process	Review of a publication before acceptance by the publisher, academic editor, editorial board, advisory board or other experts of the publishing house.	Review of a publication before acceptance by peers (anonymous or known). In the case of (pre-)publication, reviewers or review reports and other relevant correspondence are also published.	Review of an abstract before acceptance by peers (anonymous or known).	Review of a document by peers after publication.	

Examples	bioRxiv, arXiv, PeerJ PrePrints	Mainly book contributions; for PLOS ONE and eLife	BMC (selected journals), Economics, BMJ Open	Mainly conference contributions	Frontiers, Internet Policy Review, PeerJ	F1000Research, ScienceOpen
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Institute reporting

For the [institute reporting](#) "articles in scientific journals" are subdivided according to the type of review (peer reviewed or not peer reviewed).

Editors of the parent work

Definition

Editor(s) of the anthology, proceedings etc. in which the book contribution, conference paper or conference poster was published.

Explanation

Collections of several dependent works (e.g. anthologies, proceedings, journals) are usually compiled and revised by one or more editors. Please enter additional names by clicking on the "plus" symbol and linking all editors with ZHAW affiliation to the personnel database. To do so, after entering the last name, click on the magnifying glass symbol, select and confirm the person on the list. If one or more institutions act as editors of a publication, they are entered in the surname field.

Formal notes

Input format	Last name	First name or initials
Beispiel	Lobsiger-Kägi	Evelyn
	Weiss Sampietro	Theresia
	Wyl	Agnes von
	Müller	Adrian W.
	Schweizerische Akademie der Wissenschaften	

Volume

Definition

Journal volume.

Explanation

Periodicals are often numbered by volume since their first year of publication. Volume numbers usually change at the beginning of each year. However, there are also magazines that change the volume number during the year or every six months.

Formal notes

Input format	Natural Arabic or Roman number as given on the title page or the imprint
Example	5
	97
	XVIII

Issue

Definition

Issue name or number within a volume of a journal. For e-journals without individual issues, please indicate the article number.

Explanation

Periodicals are often sorted and numbered hierarchically by volume/year and by issue within the volume/year. It is also common for issues to be numbered consecutively even though the volume/year has changed. Online journals often publish articles continuously, without collection in a volume/year or an issue. In this case, please enter the corresponding article number here.

Formal notes

Input format	Natural Arabic or Roman number as given on the title page or the imprint
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Example	3 XXVII
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Pages: Start of pagination

Definition

Start of pagination of a document which is part of a periodical or monograph (e.g. journal article, book part, newspaper article).

Explanation

Please fill in the start of pagination for journal articles or book parts. For so-called ePages (e.g. PLoS Pathogens 12 (9): *e1005792*) please fill in this ePage number here.

Formal notes

Input format	Natural number
Example	16 245 797 e1005792

Pages: End of pagination

Definition

End of pagination of a document which is part of a periodical or monograph (e.g. journal article, book part, newspaper article).

Explanation

Please fill in the end of pagination for journal articles or book parts. An exception are so-called ePages that have no end page numbers (e.g. PLoS Pathogens 12 (9): *e1005792*). No end of pagination necessary here, you can leave this field empty.

Formal notes

Input format	Natural number
Example	29 280 825

Extent

Definition

Number of pages of a book or working paper.

Explanation

Please enter numbers only, without additions such as *p.* or *pages*.

Formal notes

Input format	Natural Number
Example	35 280 825

Edition

Definition

Edition specification for books, which are extended or revised at irregular intervals.

Explanation

Mainly textbooks are often supplemented at irregular intervals, and then published in expanded or revised format. This information is usually prominently mentioned in the book and must be reproduced.

Formal notes

Input format	As given on the title page or the imprint
Example	3., überarbeitete und erweiterte Auflage 1. Auflage 7th completely revised edition

Title of series

Definition

Works which are similar by topic are often published in series.

Explanation

Monographs, anthologies, proceedings and working papers often appear in series format.

Formal notes

Input format	Title of series as given in the publication
Example	Kölner Reihe – Materialien zu Supervision und Beratung The Dynamics of Wordplay Working Papers in Applied Linguistics ZHAW Reihe Gesundheit

Series volume

Definition

Number of series volume.

Explanation

Monographs, anthologies, proceedings and working papers often appear in series format. Sometimes the individual volumes of a series are numbered.

Formal notes

Input format	number given in the present work
Example	Communications in Computer and Information Science ; 612 Sozialtheorie ; 41 Springer Series on Chemical Sensors and Biosensors ; 10

Reviewed work

Definition

Specification of the reviewed work.

Explanation

If the review title already contains the complete details of the reviewed work, please skip this entry.

Formal notes

Input format	See examples below
Example	Marie Antoinette Glaser, ETH Wohn-forum / ETH Case (Hrsg.): Vom guten Wohnen. Vier Zürcher Hausbiografien von 1915 bis zur Gegenwart. Niggli Verlag, Sulgen 2014. 232 Seiten, ISBN 978-3-7212-0867-2 Leal Filho, Walter; Kotter, Richard (eds.) (2015): Emobility in Europe – trends and good practice

Registration date

Definition

Date of the patent application / registration.

Explanation

Please provide the exact and official date of the patent application. This information is available in Espacenet ("Application").

Date of publication

Definition

Date of publication of the present work.

Explanation

You may specify the exact day and/or month here as needed. Only the publication year is mandatory

Publisher, Ed. Institution

Definition

Specification of the publisher or institution that has published the present work.

Explanation

If the publisher is not known, please fill in the name of the issuing institution. For ZHAW publications please use ZHAW Zürcher Hochschule für Angewandte Wissenschaften or ZHAW Zurich University of Applied Sciences. Please select the respective school and institute via the [dep artement](#) and [organisational unit](#) fields.

Formal notes

Input format	Name without any additions like "publisher", "Verlag" or geographic details
Example	Vandenhoeck & Ruprecht Macmillan Nature ZHAW Zürcher Hochschule für Angewandte Wissenschaften ZHAW Zurich University of Applied Sciences

Repository / Publisher

Definition

Specification of the repository or publisher that has published the described research data.

Explanation

Please provide the responsible authority through which the described research data is made publicly available. This can mean generic or discipline-specific repositories. Publishers may provide a place to publish your research data accompanying an article as well.

Formal notes

Input format	Name without any additions like "AG" or "GmbH"
Example	Zenodo Harvard Dataverse Springer

Place of publication

Definition

Specification of location of the publisher or institution that has published the present work.

Explanation

There is a number of publishers who publish their publications in different places. If several publishing locations are given, please only use the first place mentioned. For institutions, the location of the head office is the one to choose. For ZHAW publications, please use the location of the respective school: Winterthur, Wädenswil, Zürich, or Zurich.

Formal notes

Input format	first place given
Example	Amsterdam Berlin Winterthur

Identifier: DOI

Definition

A Digital Object Identifier (DOI) is a unique and permanent digital identifier for electronic documents. It is mainly used for scientific publications such as journal articles, eBooks and contributions in eBooks.

Explanation

DOIs are resolved to electronic documents using the prefix <https://doi.org/>.

Formal notes

Input format	DOI (Nummer without URL)
Example	10.1007/978-3-319-02399-1_5 10.7554/eLife.10825 10.1016/j.infoecopol.2015.10.001

Identifier: ISBN

Definition

The International Standard Book Number (ISBN) is a unique identifier for books and other monographs. The ISBN can be 10 or 13 digits. E-books are often given a separate ISBN.

Formal notes

Input format	ISBN with/without hyphen
Example	978-88-7642-429-8 9783319296593 3-88053-108-0

Identifier: ISSN

Definition

The International Standard Serial Number (ISSN) uniquely identifies journals and publication series. E-journals usually use a separate ISSN.

Formal notes

Input format	ISSN with hyphen
Example	0317-8471 0361-526X

Identifier: PMID

Definition

[PubMed](#) is an essential biomedical database published by the National Library of Medicine. Each entry in PubMed has a PubMed ID (PMID) associated with it.

Formal notes

Input format	PMID (number without prefix)
Example	22670784
	27263005

Identifier: URL

Definition

A Uniform Resource Locator (URL) can be used to uniquely identify an electronic document if the web address remains stable (persistent) over time. Please use the URL only as a last resort for unique identification/addressing/citation if no other electronic persistent identifier (e.g., DOI, PMID, arXivID) is available.

For patents please provide here the link to the record in [Espacenet](#).

Formal notes

Input format	Complete URL
Example	http://www.zfhe.at/index.php/zfhe/article/view/948/717
	https://digitalcollection.zhaw.ch/handle/11475/1066
	http://search.proquest.com/docview/1774200434?accountid=15920

Identifier: Other

Definition

Additional identifier used to uniquely identify a work.

Explanation

Identifier systems are e.g. [URN](#) or [arXiv ID](#) (a subject-related preprint document server).

Formal notes

Input format	Identifier only (without http://)
Example	urn:nbn:de:kobv:11-100209272
	arXiv:1308.0847v1

Related publications

Definition

Publications that reference the described data set (e.g. articles, papers, theses).

Explanation

If applicable, please provide a functional, ideally persistent link to a publication that references or uses the described data set. This field is repeatable.

Formal notes

Input format	Preferably DOI, otherwise URL
Example	https://doi.org/10.1097/BRS.0000000000004245
	https://digitalcollection.zhaw.ch/handle/11475/18573

Related research data

Definition

Reference to published research data the described work is based on.

Explanation

If applicable, please provide a functional, ideally persistent link to a published data set the described work is based on. This field is repeatable. In case of a superordinate DOI for multiple versions of a data set, please provide this DOI (popular on e.g. Zenodo).

Formal notes

Input format	Preferably DOI, otherwise URL
Example	https://doi.org/10.5281/zenodo.3723939 https://digitalcollection.zhaw.ch/handle/11475/24769

Publication number

Definition

The number issued when a patent is granted. There are individual patent numbers per country and area of validity. It consists of a country code and the serial number.

Formal Notes

Input format	Patent number
Examples	EP3401666 WO2018210583 US2018164263

Kind code

Definition

The kind code indicates the status of a patent. Possible kind codes include A1, B3, C2, etc.

Formal Notes

Input format	Kind code
Examples	A1 B3 C2

Published as

Definition

References to all other patents connected to the described patent (patent family).

Formal Notes

Input format	Publication number + kind code
Examples	WO2018210583A1 US2018164263B2

Subjects

Definition

Subject keywords are words or short phrases that are used to describe the content of the publication.

Explanation

You may freely allocate keywords to the publication. However, they are not mandatory, in particular if you upload a full text which will be fully indexed. Keywords can be multiword terms (especially in English) - these are entered together in one field. After completing the first two fields, you may add more by pressing the "plus" symbol. Please capitalise the first letter.

Formal notes

Input format	Keyword / multiword term
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Example	Business process outsourcing
	Gender
	High energy physics
	Democratization

Abstract

Definition

Short summary of the present work.

Explanation

An abstract gives an understanding of the paper's purpose and whether or not it is of relevance to the reader. You may add more abstracts in different languages by using the "plus" symbol.

Formal notes

Input format	Plain text (no formatting available)
	<p>This paper discusses numerical methodologies to simulate micro vibrations on a nontrivial torsionally oscillating structure. The torsional structure is the tip of a viscosity-density sensor using micro vibrations to measure the fluid properties. A 2D transient simulation of the fluid domain surrounding the tip of the sensor has been conducted in ANSYS CFX and COMSOL Multiphysics software. The obtained results show good agreement for both pressure and shear rate amplitudes in all models.</p>

Further description

Definition

Please use this field for additional document specifications. In addition, you may use it to notify the ZHAW publication services team of any important information and/or questions regarding your publication.

Explanation

Any relevant information about the publication that could not be entered in the previous fields can be specified in this free text field.

For example:

- *In Press* remark for publications that have no volume/issue/page number(s) yet
- information on the publisher's version of the deposited (self-archived) document
- other available languages of the publication

In case you would like to self-archive a publication with full-text upload, please add the original confirmation stating that the publisher has granted you permission to deposit the document in the ZHAW digitalcollection.

Any information addressing the Publication Services team is for internal use only and will be deleted after the review process.

Formal notes

Input format	Plain text
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Beispiel	<p>In Press</p> <p>The final publication is available at [publisher] via http://doi.org/[insert DOI].</p> <p>Full text also available in French and Italian.</p> <p>Permission to self-archive: email of 7 Nov 2017: "Dear author, we grant you permission to deposit the article with the title "XYZ" in ZHAW digitalcollection. Kind regards, Jane Doe, ABC Publishing"</p> <p>Note: place of publication unknown.</p>
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Published within an SNF project

Definition

Indication of the SNSF (Swiss National Science Foundation) project number under which the document was created or published.

Explanation

Only applies to documents published within a SNSF project. Please enter the number of the corresponding SNSF project.

Published within an EU project

Definition

Indication of the EU project under which the document was created or published.

Explanation

Please select the corresponding EU project from the drop-down menu. All FP7 and Horizon 2020 projects involving the ZHAW are listed. This information is required for automatic notification to [OpenAIRE](#).

Fulltext version

Definition

The fulltext version of the uploaded publication.

Explanation

Only works that have already been published are listed in the ZHAW digitalcollection. By default, please select *published version* in the drop-down menu. This also applies to oral (conference) contributions.

If the publisher allows self-archiving a version of the published work, please upload this version and select the appropriate fulltext version from the drop-down menu (e.g. *accepted version* or *submitted version*).

Categories

Publication process	German	English	Alternate description	Details
1st step	Entwurf	Draft		A preliminary version which was put into circulation as work in progress.
2nd step	Eingereichte Version	Submitted version	Pre-print	The version submitted by the author for peer review.
3rd step	Akzeptierte Version	Accepted version	Post-print	The version in which the reviewers' comments have been incorporated and which has been accepted for publication.
4th step	Publizierte Version	Published version		The version created and published by the publisher.
5th step	Aktualisierte Version	Updated version		The version that has been updated since its release.

Licence (according to publishing contract)

Definition

Specification of the licence that regulates the further use of the uploaded full text. The licence determines the form in which the publication may be reused by third parties (commercial use, modification and further use, etc.).

Explanation

Please indicate how the further use of the uploaded publication is regulated by selecting the correct license from the drop-down menu. Please choose according to your specific [Open Access publication](#).

- For Green Open Access self-archiving the license by default is the "Licence according to the publishing agreement".
- For Gold Open Access publications please select the corresponding Creative-Commons (CC) license.
- For ZHAW working papers and theses the school/organisational unit by default defines the licence for publication. This means that the collections are already pre-assigned with the corresponding CC license.

Display on Portrait?

Definition

Please choose from the drop-down menu whether this publication is supposed to be displayed on your personal ZHAW portrait page.

Explanation

Select from the dropdown menu whether a citation of your entry should be displayed on the portrait page of the ZHAW authors. Please note that this is decided for the publication and cannot be defined for individual authors. Please discuss and find a solution between the involved ZHAW authors.